FOR MYSORE STATE

Public (Elections) (1954) Department.

MS SERIES.

G.O. NO. 2158

Dated 10-11-54

Passed
14/12/54
Secretary

[Despatch Abstract.]

Elections - S. Kanara district - Ballot boxes — maintenance - Expenditure sanctioned

C.F. 32 11,82,490—54-12-52

Department | Received Registered

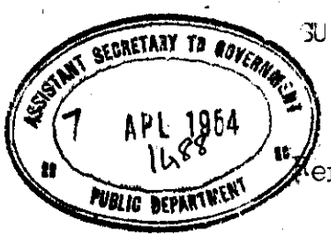
From (Name) Sri A.Mahalingam Chettiar, I.A.S.,
Designation Collector of South Kanara
Station Mangalore.

To
The Dy.Secretary to Government,
Public (Elections) Department,
Fort St.George, Madras,9

Enclosures:

ELECTION IMMEDIATE
No. Ref.C.No.605/54.A2 Dated 4-4-54 195 .

Sir,



SUB: ELECTIONS: Steel and Wooden ballot boxes- Storage and maintenance - Cost of materials -Supply by General Superintendent, Public Workshops - and Stores Madras-Payment of cost-

Ref: Govt. memo.No.3098/53.10.dated 15.3.1954.
1 dft II on pp 30-31 of ofp A.

I have already remitted Rs.633/- in advance on 6.1.54. towards the estimated cost of the materials required for the treatment of the boxes, as requested by the General Superintendent, P.W.workshops, Madras in his letter W.1924.Rev.dated 19.11.53. The materials indented for have been received on 26.2.54. But intimation from the General Superintendent regarding the actual cost thereto has not been received yet. I shall apply for necessary sanction on knowing the actual cost of the materials supplied.

2/- The Tahsildar Karkal has been asked to arrange for the immediate treatment of the boxes and store them in the buildings selected for the purpose.

Yours faithfully,

For Collector.

mv 5.4.

Pub (Elections)-IV

Submitted for perusal. The further Report referred to at A above may be awaited. [D.R.D 1.5.54]. The Collector may also be asked when the boxes had been given the treatment + stored in the buildings selected for the purpose.

12/4/54 12/4/54 12/4/54

Election Urgent.
Ref.C.No. 605/54 A&.

S.K.Collector's Office,
Mangalore dated 10-6-54.

From

Sri V. Seetharama Servai,B.A.,
Collector of South Kanara.

To

The General Superintendent
Public Works, Workshops
& Stores Madras.

ASSISTANT SECRETARY TO GOVERNMENT
2426
14 JUN 1954
PUBLIC DEPARTMENT

Sir,

ELECTIONS -- Steel and wooden ballot boxes-- Maintenance - cost of the materials.

****

Ref: Govt.Order Ms.No.757 dated 24-5-54.

****

Agreeably to the instructions issued in Government order cited the following materials are required in addition to the materials already supplied for the treatment of all the ballot boxes now in this District.

1.Aseri 303 lbs.
ii.Grey paint (red mixed) 68½ gallons.
iii.Packing paper 495 sq.yds.(This includes allowance of 10% for over lapping).

I request you to intimate me at an early date the actual cost of the above materials in order to enable me to address the Government for the sanctioning the expenditure.

Yours faithfully,

For Collector.

Copy to the Dy.Secretary to Government
P(E) Dept.Fort St.George,Madras for information.

Copy at (A)

W. Y. S. Kanara
Reminder
Notes
30.8

Pub(Elections)-IV Dept

to the Gl. Supt. The copy of the lr from the Collr. of S. Kanara on the ante is submitted for perusal. His further report to Govt. w.r.t. A in the lr. may be awaited. [RD. 14.7.54].

14.7.54

5/7/54

5.7.54

FOR PERSONAL ATTENTION.

DRAFT X

Pub(Elections)Deptt.

Memo. No. 3709/54-1 Dated. 7-9-54

Sub:-Elections-S.Kanara district-Ballot boxes-Storage and maintenance-Report called for.
Ref:-Govt. Memo; No. 610/52-17. P(E) dated 7.10.52.
From Collr. of S.Kanara, copy of Lr. No. 605/54, A8 dated 10.6.54.

—

The Collr. of S.Kanara is requested to ~~state~~ state whether all the ballot boxes in his dt. have been stored strictly in accordance with the instructions in para I of the memo cited.

The Collr. is also requested to ~~state~~ report how far the treatment to the boxes as prescribed in paras II and III of the memo cited has been completed in his dt. He is also informed that he should take immediate steps to get the remaining materials mentioned in his dr. cited, after ascertaining the cost of ~~the materials~~ from the Genl. Supdt. P.W.W/Shops and Stores, Madras and obtaining the Govt. is sanction for incurring the expenditure.

An early reply is requested.

The Collr. of S.Kanara.

CENTRAL DESPATCH BRANCH
Van.
Post.
Post.
Date 195 . Despatche's Initials.

ELECTION IMMEDIATE.
Ref. 605/54-A8.

South Kanara Collector's office,
Mangalore dated 14.9.54.

From

V.Seetharama Serval,B.A.
Collector of South Kanara.

To

The Deputy Secretary to
Government
Public (Elections)Department
Fort St. George Madras 9.

Sir,

ELECTIONS--South Kanara District--Ballot boxes--Storage and maintenance--Report--Submitted.

Ref: Government Memorandum No.3709/54-1 Public (Elections) dated 7.9.54.

--

The Tahsildar Karkal has been directed to store the ballot boxes in the two buildings selected for the purpose in accordance with the instructions issued in para I of the Government Memorandum No.610/52-17 Public (Elections) dated 7.10.52 after giving the necessary treatment as required in paras II and III of the memorandum.

2. The ballot boxes stored in different places in the district have been already moved to the two Central storage places in Karkal. The receipt of the materials mentioned in this office Ref.605-54-A8 dated 10.6.54 was awaited from the General Superintendent, P.W. Workshops, Madras to begin the work of treatment of ballot boxes. Out of 303 lbs of Ascu solution, 68½ gallons of grey paint and 495 sq.yards of packing paper indented for, 140 lbs of Ascu and 68½ gallons of grey paint were received on 3.9.54. The Tahsildar Karkal has been directed to take delivery of these articles and begin treatment of ballot boxes immediately.

3. Materials worth Rs.639-14-0 were first indented. They were received in invoice Nos.84A dated 9.2.54 and 62D dated 19.2.54 from the P.W. Workshops Madras. It was before the receipt of G.O.Ms.No. 755 P.(E) D dated 24.5.54 in which the scale of supply of materials was prescribed. The amount was remitted in advance as required in Govt. Memo No.8004/Exp.A/53-2 dated 4.3.53 and Memo No.3098/53.10 P(E) D dated 15.3.54. The cost of additional quantity of materials detailed in this office Ref.605-54-A8 dated 16.6.54 was estimated by the General Superintendent P.W.Workshops Madras at Rs.4905/- in his W.No.1421 Rev dated 30.6.54. This amount was also remitted in advance on 20.7.54. The actual cost will be known only on complete receipt of the entire quantity of materials. I request that necessary sanction may now be accorded for the expenditure of Rs.5544-14-0

P.T.O.

(Rs.639-14-0 plus 4905-0-0) towards the cost of materials required for the treatment of ballot boxes.

Yours faithfully,

14.9.54.
For Collector.

IC/14.9.54.

15.9.

: Drafts

Public (Elections) Department

Memo no.3709/54-2 dated 8.10.54.

Sub:- Elections - South Kanara district - Ballot boxes - Maintenance - Expenditure - Incurring of - Report called for.

Ref:- Letter from Collector of South Kanara, No.605/54-A8, dated 14-9-'54.

...

The attention of the Collector of South Kanara is invited to the instructions issued in Government Memo.No.3098/53-10, Public (Elections), dated 15-3-'54 and G.O.757 P.(E.), dated 24-5-'54 and he is informed that he should not have drawn and remitted to the Genl. Supdt., P.W. Workshops and Stores, Madras the amount of Rs.4,905/- being the estimated cost of the materials required for the maintenance of the ballot boxes in his district. He is requested to state in detail, the circumstances under which he has remitted the amount without the prior sanction of the Govt.

2. The Collector is also informed that orders sanctioning the expenditure will be issued only after the actual total cost of the materials and other charges, if any, are known. The Genl. Supdt., P.W. Workshops and Stores, Madras is being addressed on the point separately.

To the Collr. of S. Kanara.
(R.D. 10 days).

VERY URGENT

II

Memo.No. 3709/54-3 Dated 8.10.54

Sub:- Elections - S. Kanara district - Ballot boxes - Supply of materials.

Ref:- Letter from Collr. of S. Kanara, No.605/54-A8, dated 14-9-'54.

...

A copy of the letter cited is enclosed. The Genl. Supdt., P.W. Workshops and Stores, Madras is requested to supply to the Collr. of S. Kanara without further delay the remaining quantities of materials required for the maintenance of ballot boxes in the district. He is also requested to report to Govt. urgently the total cost of all the materials so far supplied inclusive of other charges, if any, so that a consolidated order for the

p.t.o.

total expenditure may be issued.

An early reply is requested.

995.

29/9/54

4/10/54

4/X/54

9/X/54

To the Genl. Supdt., P.W. Workshops and Stores, Madras (w.e.)

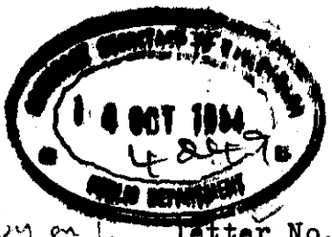
Copy to the Collr. of S. Kanara.

Cch. 11-7-84

From
Sri K.Subramanian,B.A.B.E.,
General Superintendent,
P.W.Workshops and Stores,
MADRAS-1.

To
The Deputy Secretary to Govt.,
Public (Elections) Dept.,
Fort St. George,
MADRAS-9.

W51997 13/10/54



Sub:- Elections- South Kanara Dist- Ballot Boxes- supply of materials.
Ref:- Government Memo No.3709/54-3 dated 8-10-54

***

The Collector of South Kanara, Mangalore in his letter No.605-54-A8 dated 10-10-54 wanted the following materials to be supplied.

1) Ascu.. 303 lbs.
2) Grey paint.. 68½ gls.
3) Paking paper. 495 Sq.yds.

Items 2 and 3 and 140 lbs. of item 1 were supplied under this office Invoice Nos.264 D dated 19-8-54 and 381 A dated 9-9-54. Bills No.144 dated 30-9-54 for Rs.137-4-0 and No,153 dated 30-9- 54 for Rs.1904-0-0 towards the cost ~~to their~~ charges for the materials supplied have also been sent to him.

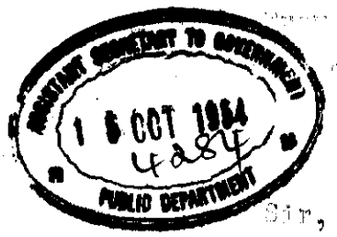
As the stock of Ascu solution (item 1) is exhausted, the balance of 163 lbs. will be supplied from the stock on order, expected to be received shortly.

P. Ramachandran 13.10.54
for General Superintendent,
P.W.Workshops and Stores, Madras-1.

Copy to the Collector, South Kanara, Mangalore for information.

***

Ref.C.No.A-605-54. Collector's office,
Enclosure 2 and 12.10.54.



From K.Seetharama Sarma,I.A.S.
Collector of South Kanara.

To The Deputy Secretary to Government, Public (Elections)Department Fort St. George,Madras 9.

Sir,

Subject--(South Kanara District)--Ballot boxes--Storage and maintenance--Report.

--

Ref: 1.This office Ref.C.No.605/54-A2 dated 14.9.54.
2.Government Memo No.2700/54-2 Public (Elections) Department dated 9.10.54.

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The amount of Rs.4905/- represents the cost of additional materials required for maintenance of the ballot boxes. At the time the amount was remitted to the General Superintendent, P.W.D.Workshops Madras, the work of treatment of boxes had already commenced and the additional articles had to be got urgently. The General Superintendent will not send them unless the cost was paid in advance. But there was not sufficient time to obtain the prior sanction of the Government. Hence I had to remit the amount so that the materials could be obtained expeditiously and the work completed without loss of time. I submit therefore that the deviation from the normal procedure may kindly be condoned and the amount sanctioned.

Yours faithfully,

K. Seetharama Sarma
12.10.54.

For Collector.

13/10

12/12.10.54.

Pub(Ele)Deptt.

G.O. Ms. No. 2158 . Dated. 15/11/54

Sub:-Elections-S.Kanara district-Ballot boxes-Maintenance-Expenditure sanctioned.
Ref:-Lrs. from Collr. of S.Kanara, No. 605/54-A8, dated 14.9.54 and 13.10.54.

—

O R D E R

Sanction is accorded for incurring an expenditure of Rs. 5544-14-0 (Rupees five thousand five hundred and forty four and annas fourteen only) by the Collr. of S.Kanara, being the cost of the materials supplied to him by the Genl. Supdt./ P.W.W/Shops and Stores, Madras for maintenance of ballot boxes in the dt.

2. The expenditure will be debited to "25. Genl. Admn.-Elections-r.Other Election Charges-2. Expenditure on Election to the House of the People and State Legislative Assembly(when held simultaneously)".

24/10/54 27.x.54

CENTRAL DESPATCH BRANCH
Date 195 . Despatche's Initials.

To,
The Collr. of S.Kanara.
The A.G. thpo. Fin. deptt.
Copy to
Fin. deptt.
P(E)IV deptt.

S/F
S/C.

Pub(Elections)IV Deptt.

Sub:-Elections-South Kanara district- Ballot boxes-Storage and Maintenance-Present position.

—

STORAGE:

There are 6197 steel and 5898 wooden ballot boxes in S.Kanara dt. The Collr.'s proposal for the storage of all these boxes in two private bldgs. at Karkal was accepted and orders issued. He has also reported that all the boxes have been stored in these bldgs. However it is not known whether they have been stored strictly in accordance with the instructions of the Govt. He may be asked to report on this.

MAINTENANCE:

The Collr. has obtained some materials for giving treatment to the boxes and he is awaiting some more materials from the Genl. Supdt. He may be asked to report how far the work of giving treatment has been completed. He may also be informed that immediate action should be taken for obtaining the remaining quantity of materials also and to complete the treatment.

2. Subject to orders above a draft memo is subd. for approval. (Draft)

8/5.9.54. 669/54

7.9.54

7.9.54

A.S. 20.9.54

[Issued as Memo. No. 3709/54-1, dt. 7-9-54]
[from the Collr. of S. Kanara, Lr. No. 605/54-A8, dt. 14-9-54]

—

The lr. from the Collr. of S. Kanara on pp. 7-8 cf. in the reply to the memo. on p. 5 cf. is submitted for perusal.

2. Though in the memo. No. 3098/53-10, P(E) dt. 15.3.54. it has been

(No 3709/54

clearly stated that the Govt. should be addressed separately for sanctioning the estimated expenditure towards the cost of the materials required for the maintenance of ballot boxes, the Collr. without obtaining the orders of Govt. has drawn and remitted on 20.7.54, a sum of Rs. 4905/- This is not in order. The Collr. may be asked to explain this. Para 1 (a) of the draft memo. below provides for this. As regards his request for sanction of the expenditure already incurred by him, and he may be informed that only the actual cost of the materials and other charges if any will be sanctioned on receipt of information from the Govt. Supdt. P. W. W/ Shops and Stores, Madras. Para 2 of the draft memo. below provides for this.

} Stamps

} Xerox

3. A Copy of the lr. from the Collr. may be sent to the Govt. Supdt. and he may be asked to supply, without further delay, the remaining materials - and to report to Govt. the actual total cost of all materials so far supplied, inclusive of other charges, if any, so that a consolidated order sanctioning the expenditure may be issued.

A draft memo is also submitted.

27.9.54.

29/9/54

30

4/10/54

4/10/54

A.S. (E)

Pub(Ele.)IV Deptt.

(Issued as Memo. No. 3709/54-2, dated 8-10-54)

(Issued as Memo. No. 3709/54-3, dated 8-10-54)

(From the Genl. Supdt. P.W.W/Shops and Stores, Madras Lr. No. W 5199 M dated 13.10.54)

(From the Collr. of S.Kanara, Lr. No. A8-605-54, d/13.10.54)

Pl. see the lrs. from the Genl. Supdt. P.W.W/Shops and Stores, Madras and the Collr.of S.Kanara on pp. 11-13 cf.

2. The Genl. Supdt. in his lr. on 11 cf. has stated that as requested by the Collr. of S.Kanara in his lr.(copy) on p. 3 cf. the following materials required for the maintenance of the ballc boxes were supplied to him;-

(1)	Ascu solution	140 lbs.
(2)	Grey paint	68½ gls.
(3)	Packing paper	495 sq. yds.

He has also sent to the Collr. two bills for Rs. 2041-4-0 for the supply of the above materials. He has also stated that as the stock of the ascu solution is exhausted, the balance of the 163 lbs. will be supplied to the Collr. from the stock expected to be received shortly. The cost of the 163 lbs. of ascu solution yet to be supplied, comes to Rs. 753-14-0. Hence the total cost for the supply of all the materials indented by the Collr.in his lr. (copy) on p. 3 cf. will come to Rs. 2795-2-0. Against this sum the Collr. of S.Kanara has drawn and remitted Rs. 4905/- as it was estimated by the Genl. Supdt. This is clearly an over-estimate. However, according to the orders in G.O. Ms. No. 301, PWD dated 23-1-53 the Genl. Supt. has to keep the amounts received in advance from the indenting officer in deposit and to adjust the cost of the materials supplied to him and then credit the balance if any to the indenting office As such, out of the sum of Rs. 4905/- already remitted by the Collr. the Genl. Supdt. will credit the balance after the supply of the materials is completed.

3. The Collr. of S.Kanara in his lr. on 13 cf. (in explaining the circumstances under which he remitted the amount in advance) has reported that since the Genl. Supdt. will not supply the materials unless their cost is remitted to him in advance and as the work of giving treatment to the boxes had (already commenced and had) to be completed without loss of time he had to remit the amount of Rs. 4905/- without obtaining the orders of the Govt. sanctioning the expenditure. He has

from

therefore requested that the deviation ~~of~~ the normal procedure may be condoned and the amount of Rs. 5544-14-0 reported to have been incurred by him in his lr. on pp. 7-8 cf. may be sanctioned. As the Collr. has already incurred the above expenditure for obtaining the necessary materials from the Genl. Supdt. P.W.W/Shops and Stores, Madras the same may be sanctioned. A draft order is submitted for approval. Fin. may see for acceptance.

24/10/54

27.X.54

D.S. (E)

Finance

Finance (Dept)

In the circumstances explained in Pub(Elec)'s note on pp 3-4 above, the draft order below may be accepted.

1/11/54

Pub(Elec)

The note of Finance above may be perused. The draft order below may now issue.

4/11/54

(Issued as GO Ms No 2158 P.W. dt 10.11.54)

P.W. (E) IV.
U.O. 3709/54-4
27.10.54

GA.
28 OCT 1954
10466
FINANCE DEPARTMENT

Fin No 10466/EA/54
1-11-54

8 NOV 1954
457
PUBLIC DEPARTMENT

No.3098/53-10.
GOVERNMENT OF MADRAS.
PUBLIC (ELECTIONS) DEPARTMENT.

Fort St. George, Madras.
15th March 1954.

Office Memorandum.

Sub: ELECTIONS - Steel and wooden ballot boxes - Storage and maintenance - Cost of materials - Supply by General Superintendent, Public Works Workshops and Stores, Madras - Payment of cost - Instructions - Issued.

Ref: Government Memo.No.610/52-17, Public (Elections), dated 7th October 1952.
Letter from Collector of Tanjore, No.30530/52-G.12, dated 22nd September 1953.
Letter from Collector of Salem, No.Roc.26500/52-Ec., dated 30th November 1953.

The Collectors of Tanjore and Salem in their letters cited have reported to Government that the General Superintendent, Public Works Workshops and Stores, Madras requires that the cost of the materials required for the maintenance of the steel and wooden ballot boxes should be remitted in advance into the treasury under the head "Public Works.Remittance-III. Other remittances - Receipt on account of Public Works Department." before the supply of the materials is made and have requested instructions in the matter. In this connection, the attention of all Collectors is invited to the orders issued in G.O. Ms.No.301, Public Works Department dated 23rd January 1953 (copy enclosed) and

p.t.o.

Memo.No.8004 Finance Exp.A/53-2 dated 4th March 1953 (printed copy already communicated) and they are requested to follow the instructions issued in the G.O. mentioned above, also for getting the materials required for the maintenance of ballot boxes from the General Superintendent, Public Works Workshops and Stores, Madras. The Government should be addressed separately for sanctioning the expenditure to be incurred in this respect.

2. All Collectors are also informed that immediate action should be taken by them for getting the necessary materials required for the treatment without any further delay. A report in this regard should also be sent to the Government before 15th April 1954.

M.A. Sheriff,
Deputy Secretary to Government.

To All Collectors. (with enclosure).

Forwarded/By Order

CV/22.4.

Superintendent.

***

Copy of G.O. Ms.No.301, Public Works Department, dated 23rd January 1953.

...

Sub: ACCOUNTS - Public Works Workshops Divisions - Items outstanding under suspense head "Miscellaneous Public Works Advances" - Clearance.

...

Ref: From the Chief Engineer, Public Works Department (General), No.2400-Ac/52-5, dated 18th November 1952.

...

Order:

The Government approve the revised procedure in the method of accounting outlined by the Accountant General, Madras in paras 3 and 4 of his letter No.W1.PWW.513, dated 14th August 1952 for reducing the outstanding items in the suspense head "Miscellaneous Public Works Advances" in the Public Works Workshops and Stores Division, Madras.

(By Order of the Governor)

Sd. xx xx xx
Secretary to Government.

To the Chief Engineer, Public Works Department.
(General and Buildings).
" the Accountant General, Madras, through Finance Department.
Copy to Finance Department. (with enclosure).

(True Copy)
***

Copy of letter No.W1PWW 513 Dated 14th August 1952 from the Accountant General, Madras, to the Chief Engineer, (General), Madras.

...

xx xx xx

3. The Superintending Engineer has however argued with reference to para 444 of the Madras P.W.A. Code that for every job there must be an estimated cost (providing for all charges including the prescribed percentages for indirect charges under para 449 ibid) sanctioned by competent authority and accepted by the indenting officer and the officer in charge of thw workshops can incur and raise debit on account of supplies made or value of work done on behalf of Civil Departments of Government upto the authorised limit of cost embodied in the accepted estimate for the job, without further authority of the indenting officer and has suggested the issue of necessary amendment to Rule 22 of Chapter XIII of the W.A.D. Manual. As there is much forced in the arguments adduced by the Superintending Engineer, this office has no objection to the amendment of the rule in the W.A.D. Manual proposed by the Superintanding Engineer. If this is agreed to, suitable amendments to note 2 and note 4 under Article 115 of the M.F.C. Volume I and the insertion of a local ruling under Article 182 of the Madras Account Code, Volume III would also appear to be necessary.

4. The above suggestion has been considered keeping in view the General Superintendent's suggestion, viz., to recover the estimated cost of jobs or supplies in advance and keep the amounts under "Deposits". To the extent of deposits received and upto the limit of the estimate amount accepted by the indenting officer, the value of jobs may be immediately adjusted. The balance may then be removed from the deposit account by supplementary credit or debit to the officer supplied on the basis of accepted invoices. This procedure will however require an amendment to Article 69 of M.A.C. Volume I for which sanction of Government will have to be sought by you.

xx xx xx

(True Copy)
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PUBLIC (ELECTIONS) DEPARTMENT

Memorandum No. 610/52-17, 7th October 1952

Elections—Steel and wooden ballot boxes—Storage and maintenance—Instructions issued.

Memorandum—No. 610/52-17, Public (Elections), dated 7th October 1952.

The Government have carefully examined the question of storage and maintenance of the steel and wooden ballot boxes used for the recent General Elections and they have decided that the following instructions formulated by them for this purpose should be strictly adhered to by all the Collectors and also by all other officers concerned in the matter:—

I. *Storage (steel as well as wooden ballot boxes).*—(*a*) The place of storage should be dry and well protected against rain and dampness. The boxes should, as far as possible, be taken to interior centres where they can be stored in a dry atmosphere. Sea coast towns which are charged with saline air and places subject to heavy rain are not suitable for this purpose.

(*b*) The ballot boxes should be arranged in a room in such a manner that there is a clear space of at least two feet between the outer walls and the ballot boxes. There should also be 2′ 0″ wide gangways at intervals of three boxes, running lengthwise and breadthwise of the stack. This is to ensure proper air circulation. The height of the stack should not exceed 6′ 0″, i.e., about eight boxes piled one over the other.

(*c*) The boxes should not be kept directly in contact with the floor. A layer of water-proof packing paper should be used over the floor. The paper should be replaced when it has lost its water-proof quality.

II. *Maintenance of steel ballot boxes.*—(*a*) Certain unpainted parts like the hinge, pin for opening and closing of the lid, moving parts of the locking arrangement, and the shutter for the ballot paper, and portions of the ballot boxes where painting might have become scratched while handling and in transit, are liable to rusting and deterioration. These parts require special inspection and attention.

(*b*) Before stacking the boxes, the moving parts such as hinge, latch and shutter should be flooded with a thin oil, e.g., "Spindle Oil" which costs about Rs. 2-7-0 per gallon. This oil is a thin, clear, mineral oil and can also be smeared over the portions where the paint coating is injured.

(*c*) A check-up and oiling of the boxes should be done once in a year.

III. *Maintenance of wooden ballot boxes.*—(1) The boxes should be soaked in a 6 per cent solution of "Ascu" as detailed below:—

(*a*) An ordinary paint drum should be used as cistern for mixing the 'Ascu' solution.

(*b*) In the cistern 'Ascu' solution should be prepared by dissolving *one* lb. of 'Ascu' in *two* gallons of water. (One gallon of solution is sufficient to treat 4 to 5 cubic ft. of wood). The solution is believed to be poisonous.

(*c*) The ballot boxes should be kept immersed in the 'Ascu' solution for 8 to 12 hours.

(*d*) On being taken out of the 'Ascu' solution, the boxes should be allowed to air-dry in *shelter* for at least three or four days.

(*e*) In addition to the soaking treatment in 'Ascu', the exterior of the wooden ballot boxes should be given a coat of paint after they are completely dry, as an additional precaution. Ready mixed paint of J and N quality or any other approved quality in medium grey (neither dark nor light) colour may be used for the purpose.

(*f*) A check-up of the condition of the boxes should be done once in a year.

(2) With due regard to the above instructions regarding the storage of the ballot boxes all Collectors are requested to select suitable centres for the storage of the ballot boxes, if necessary, in consultation with the Collectors of the neighbouring districts and to send an urgent report to the Government for orders.

(3) As regards the maintenance of the ballot boxes they are informed that as the boxes are already showing signs of deterioration, no time should be lost in giving the boxes the treatment indicated above. The Collectors should take immediate steps to have the boxes in their districts examined by an officer not below the rank of a Deputy Tahsildar and to have an estimate of the materials, namely, the quantity of water-proof packing paper, spindle oil, 'Ascu' solution, paint, etc., required for the purpose, prepared in consultation with the local officials of the Public Works Department. These estimates should be forwarded to the General Superintendent, Public Works Department Workshops, Madras, who on receipt of the estimates, will purchase all the materials required and supply them to the Collectors.

(4) As regards the technical assistance required by the Collectors for the proper storage and maintenance of the ballot boxes, they should contact the Executive Engineers of regular division of the Public Works Department for deputing the junior engineers or supervisors working under them for the supervision of the periodical treatment of the steel and wooden ballot boxes whenever such maintenance and repair fall due. The Chief Engineer, Public Works Department (General), will issue necessary instructions to the officers of the Public Works Department in the matter.

(5) In order to ensure the safe custody and proper maintenance of the ballot boxes in the various places of storage, a stock register of the boxes should be maintained in the form in Annexure I by the officers in charge of the ballot boxes at each place of storage and a consolidated register for the whole district should be maintained in the Collector's Office. A separate page in the register should be set apart for each type of boxes, i e., Allwyn boxes, Bungo boxes and wooden ballot boxes. The stock register prescribed in Memorandum No. 3790/51-1, Public (Elections) Department, dated the 26th October 1951, need not be maintained hereafter, but the entries appropriate, to the stock on hand when the new register is opened should be brought forward to that register.

(6) The boxes should be inspected periodically and the stock should be verified once in three months by an officer of the Revenue Department not below the rank of a Deputy Tahsildar and the fact and the results of the verification should be recorded in the stock register of ballot boxes. If any of the boxes needs any repair or any other special treatment of the kind mentioned above, it should be brought to the notice of the Collector immediately and the Collector should arrange for such repair or treatment as the case may be, in consultation with the local officials of the Public Works Department.

(7) In order to enable the Government to keep a careful watch on the condition of these boxes, which have been purchased at considerable cost, all Collectors should submit in the form in Annexure II a quarterly report on the boxes (steel as well as wooden) stored in their respective districts. The first verification report should be sent to the Government before 31st December 1952 and the subsequent reports should be sent before the end of the month succeeding the last month of the quarter to which the report relates.

(8) As the expenditure incurred on the storage and maintenance of the ballot boxes has to be shared between the Central and the State Governments, the Collectors should maintain a separate account for the expenditure incurred each year on the storage and maintenance of—

(*a*) Steel ballot boxes.

(*b*) Wooden ballot boxes.

(9) The expenditure incurred on the storage and maintenance of the ballot boxes should be debited to the head "25. r. General Administration—State Legislature—Elections for Legislatures—A. Elections—3. Office contingencies.—Voted".

J. SUBBUSWAMY,
Deputy Secretary to Government.

To all Collectors.
" all Revenue Divisional Officers.
" all Tahsildars and Deputy Tahsildars in charge of Sub-taluks.
" the Chief Engineer, Public Works Department (General), Madras.
" the General Superintendent, Public Works Department Workshop, Madras.

Copy to the Chief Conservator of Forests, Madras.
" Commissioner, Corporation of Madras.
" Accountant-General, Madras, (through Finance Department).
" Secretary, Election Commission, India, I, Aurangzeb Road, New Delhi (with C. L.).

ANNEXURE I.

Stock Register for Steel Ballot Boxes.

Place of storage Taluk District Type of box Allwyn / Bungo.

Serial number.	From whom received.	Under whose orders received including number and date of the order.	Date of receipt.	Number of boxes received		To whom issued.	Under whose orders issued including number and date of the order.	Number issued		Date of issue.	Date of acknowledgment.	Number received back		Date of return.	Number of boxes in stock after the transactions in the previous columns		Date of verification of stock.	Result of verification.	Official designation and signature of the verifying Officer.	General remarks.
				Brown.	Green.			Brown.	Green.			Brown.	Green.		Brown.	Green.				
(1)	(2)	(3)	(4)	(5-*a*)	(5-*b*)	(6)	(7)	(8-*a*)	(8-*b*)	(9)	(10)	(11-*a*)	(11-*b*)	(12)	(13-*a*)	(13-*b*)	(14)	(15)	(16)	(17)

NOTE.—(1) A separate page should be set apart in the stock register for keeping the stock account in respect of each type of box, i.e., Allwyn and Bungo boxes.

(2) Each transaction should be entered in a separate line.

(3) Specify in the last column the action taken to rectify the defects mentioned in column (15) including number of boxes repaired, etc.

(4) The Collector will maintain, for each place of storage in his district, a register in the same form, but with the last four columns omitted. As soon as the register is opened, and after every transaction, an extract of the entries in all the columns, should be sent to the Collector promptly to enable him to maintain his register.

ANNEXURE I (*a*).

Stock Register for Wooden Ballot Boxes.

Place of storage , Taluk , District

Serial number.	From whom received.	Under whose orders received including number and date of the order.	Date of receipt.	Number of boxes received.	To whom issued.	Under whose orders issued, including number and date of the order.	Number issued.	Date of issue.	Date of acknowledgment.	Number received back.	Date of return.	Number of boxes in stock after the transactions in the previous columns.	Date of verification of stock.	Result of verification.	Official designation and signature of the verifying Officer.	General remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)

NOTE.—(1) Each transaction should be entered in a separate line.

(2) Specify in the last column the action taken to rectify the defects mentioned in column (15), including number of boxes repaired, etc.

(3) The Collector will maintain, for each place of storage in his district, a register in the same form, but with the last four columns omitted. As soon as the register is opened, and after every transaction, an extract of the entries in all the columns, should be sent to the Collector promptly to enable him to maintain his register.

ANNEXURE II.

QUARTERLY REPORT ON THE STORAGE AND MAINTENANCE OF BALLOT BOXES FOR THE QUARTER ENDING

DISTRICT.

Place of storage.	Total number of ballot boxes stored.		Number of boxes in good order.		Number of boxes found defective.		Nature of defects.	Number of boxes having the defects in Column (8-*a*).		Remarks regarding the action taken to rectify the defects.	General remarks of the Collector, if any.
	Steel.	Wooden.	Steel.	Wooden.	Steel.	Wooden.		Steel.	Wooden.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8-*a*)	(8-*b*)	(8-*c*)	(9)	(10)
	Green. A B	Brown. A B	Green. A B	Brown. A B	Green. A B	Brown. A B		Green. A B	Brown. A B		

A = Allwyn type of boxes.
B = Bungo type of boxes.